

**JOB DESCRIPTION
MURFREESBORO BUILDING AND CODES DEPARTMENT
PLANS EXAMINER**

1. JOB TITLE: PLANS EXAMINER

2. DEFINITION: The employee is responsible for technical work in the examination of construction documents and enforcement of the regulatory codes and other pertinent laws and ordinances. This employee will work under the supervision of the Director of the Building and Codes Department. All employees are responsible to the City Manager. This position is classified as Non-Exempt for the purpose of the Fair Labor Standards Act, as having no significant occupational exposure to bloodborne pathogens and as Safety Sensitive; the employee is subject to pre-employment, reasonable suspicion, post-accident, random, promotion and transfer, return to duty and follow-up drug and alcohol testing.

3. EQUIPMENT/JOB LOCATION:

- a. The employee must have the ability to safely operate a vehicle as well as modern inspection, plan review and office equipment, including but not limit to, level, telescoping survey pole, 100' measuring tape, measuring wheel, architectural and engineering scales, two way radio, personal computer, calculator, copier, fax and multi-line telephone system.
- b. The job location is in the Building and Codes Department. Work performed will be both indoors and outdoors, with some tasks performed outdoors regardless of weather conditions. All City facilities and vehicles are smoke free.

4. ESSENTIAL FUNCTIONS OF THE JOB:

- a. Receives applications and examines plans for multi-family, commercial, and industrial construction, renovation, additions and alteration for compliance with adopted regulatory codes related to the safety of life and property from fire and other natural hazards attributed to the built environment and to provide safety to fire fighters and emergency responders during emergency operations, and to the public health, safety and general welfare through structural strength, egress, sanitation, light and ventilation, and energy conservation and other pertinent laws and ordinances as prescribed by state law, adopted codes and established policies and procedures.

The City of Murfreesboro is an exempt jurisdiction; therefore, the plan examiner is responsible for reviewing plans that would otherwise be reviewed by the State Fire Marshal's Office, which include:

- Business occupancies three stories or more in height
- Two story residential occupancies with 12 or more units
- Covered Malls
- Places of assembly having an aggregate capacity of 300 or more
- High Hazard Industrial Occupancies

The Plans Examiner is also responsible for reviewing plans for the following occupancies in conjunction with the State Fire Marshal's Office which include:

- Educational Occupancies
- Day Care Centers
- Detention and Correctional Occupancies
- State Buildings

The Plans Examiner is also responsible for reviewing plans for the following occupancies in conjunction with the State Department of Health which include:

Hospitals
Nursing Homes
Assisted Living Facilities

- b. Serves as Secretary to the Plan Review Committee. Holds and directs meetings weekly to coordinate the review of construction documents with the designer, contractor and other City departments. Publishes and distributes weekly agendas and records permit conditions of each department and files with designated support staff. Responds to inquiries regarding status of permit applications.
- c. Meets with designers, contractors and owners to review proposed projects, answer questions, and provide interpretations of the codes and established policies and procedures.
- d. Conducts preliminary inspections on projects involving existing construction to examine site conditions prior to approving the construction documents and as requested by the designer, contractor or owner to review the scope of the proposed project.
- e. Researches code and product standards to determine compliance with adopted codes.
- f. Conducts inspections as necessary to assist inspection personnel with work problems of a technical nature and as assigned to facilitate orderly operations of the Department and prepares inspection reports.
- g. Confers with inspection personnel on matters pertaining to the construction documents approved for permit issuance and associated testing documentation required.
- h. Confers with the Administrative Support Specialist - Commercial Projects on matters pertaining to permit conditions.
- i. Prepares and testifies in civil cases before the Construction Board of Adjustments and Appeals when a variance request has been filed.
- j. Confers with the Assistant Director on work problems of a technical nature.
- k. Confers with the Director on matters pertaining to requests for acceptance of alternate equivalent methods of construction, requests to appear before the Construction Board of Adjustment Appeals, and on work related problems of an administrative nature.
- l. Operates a motor vehicle for the purpose of traveling to, from and on construction sites, both improved and unimproved.
- m. Attends educational training sessions for a minimum of 36 hours every 3 years as required to maintain building and fire inspection certification in accordance with state law.

5. ADDITIONAL EXAMPLES OF WORK PERFORMED:

- a. Performs other duties and special projects as assigned.

6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- a. Must be at least 21 years of age.
- b. High School diploma or equivalent required.
- c. A person shall not be appointed or hired as a plans examiner who has not had at least five (5) years experience as a contractor, engineer, architect, or as a superintendent, foreman, or competent mechanic in charge of construction (2000 Standard Building Code, Appendix A Section A101.3).
- d. Must have the legal authorization to work in the United States.
- e. Must submit to and pass a pre-employment drug and alcohol screen.
- f. Must be certified as a Building Inspector with the State of Tennessee within one year of employment.
- g. Must be certified as a Plans Examiner with International Code Council within two years of employment.

- h. Possess driver's license valid in the State of Tennessee and reliable transportation, and the ability to safely operate a motor vehicle for the purpose of traveling to, from and on construction sites, both improved and unimproved.
- i. Must maintain automobile liability insurance on vehicle used to perform job duties for City at least \$100,000 single limit, or such other amount as citywide policies may require in the future.
- j. Possess knowledge of methods, materials and practices of construction.
- k. Possess ability to comprehensively examine plans and specifications and discuss, explain and accurately interpret code requirements and recommendations.
- l. Must be familiar with and skilled in adopted codes and ordinances.
- m. Possess ability to correctly analyze and interpret data and make decisions.
- n. Possess ability to analyze difficult construction code situations.
- o. Possess ability to detect deviations from regulatory codes and effectively communicate corrective action in writing.
- p. Possess ability to climb stairs and ladders, traverse rough and debris-strewn ground and floor areas, enter and maneuver in confined spaces and negotiate similar situations which may be found at inspection sites.
- q. Possess the ability to read, write and effectively communicate with the public, and co-workers as required in the performances of the job.
- r. Possess good judgment and excellent human relations skills.
- s. Possess ability to understand and carry out complex oral and written instruction.
- t. Possess mental and physical ability to work independently.
- u. Possess ability to properly operate office equipment such as telephones, calculators, computers, and copy machines.
- v. Possess ability to properly and safely operate inspection and plan review equipment such as level, ladder, 40' telescoping survey pole, 100' measuring wheel, and architectural and engineering scales.
- w. Possess ability to communicate effectively on two-way radio system being courteous and considerate.
- x. Possess ability to be courteous, considerate, efficient and prompt in dealing with the public and co-workers.
- y. Possess ability to appear for work on time, to complete assigned tasks within a reasonable period of time and to perform the duties of the job for a complete workday. Some occasional overtime required.
- z. Possess ability to learn and comply with Department rules and regulations, policies and procedures.
- aa. Possess ability to maintain effective working relationships with building owners, designers, contractors and co-workers.
- bb. Possess ability to concentrate and accomplish tasks despite interruptions.
- cc. Possess ability to perform a variety of task simultaneously.
- dd. Possess a good reputation for and the ability to maintain confidentiality.
- ee. Possess good reputation and ability to demonstrate honesty, integrity, and impartiality.

Non-Exempt
Safety Sensitive
08/03/05